CSPC-F-COL-25

File Code: **12.10.19.5**

VISION

Polytechnic education at its best for the Bicolanos.

MISSION

Transforming lives to be free of poverty by creating a better future through world class polytechnic education and technological innovation.

CSPC shall:

- Provide world class polytechnic education that shapes professionals with character and expertise toward sustainable livelihoods and better lives,
- Promote a strong research culture to generate solutions and technologies for a vibrant local industry.
- Engage communities in meaningful partnerships for sustainable urban and rural development.
- Work together with global stakeholders to pursue its regional leadership in polytechnic education and research.

QUALITY POLICY

The CSPC commits to provide the highest standards in total customer satisfaction in accord with legal and statutory requirements, current and future needs of clients and stakeholders by sustaining good governance conditions and continual improvement of its quality management system.

CCS Goals and Objective:

Produce globally skilled, ethically upright and socially responsible computing professionals adaptable to technological and social changes, responsive to sustainable development of the region and beyond.



Name: <u>Joshua T. Nilo</u>

Company: <u>DILG Albay Provincial Office</u>

Division / Section: <u>Provincial Office</u>

Supervisor (Site): _____

ACCOMPLISHMENT REPORT For the Month of March

PARTICULARS/ JOB DESCRIPTION		TIME	REMARKS
 Edit an employee's photo to be included in organizational chart of DILG Albay Provincial Operations Office using adobe Photoshop. Edit the video presentation regarding the ARTA office of the President that can be watched at the DILG Albay Provincial Operations Office using the Canva Tool. Content inventory by means of searching the daily activities posted on the official Facebook page of the DILG Albay Provincial Office and edit it at the word document. Search and collect data that is posted on the DILG Albay Provincial Office Facebook page for publication. 		Week 4 March 27, 2023 – March 31, 2023 8:00am - 12:00pm 1:00pm - 5:00pm	
	Week 4		Total
Man-days lost thru Absences	0		0
Man-days lost thru Tardiness		0	0
Observation/Remarks: Traine		e's Signature	Date
Observation/Remarks: Supe		visor's Signature	Date

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COLLEGE of COMPUTER STUDIES

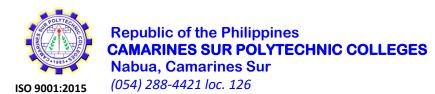
Name: <u>Joshua T. Nilo</u> Company: <u>DILG Albay Provincial Office</u> Division / Section: <u>Provincial Office</u> Supervisor (Site): _____

ACCOMPLISHMENT REPORT

For the Month of **April**

PARTICULARS/					
JOB DESCRIPTION		TIME		REMARKS	
We continue to de	_				
layout for a publicati		Wee	k 1		
about the DILG F					
Office's quarterly		8:00am - 1 1:00pm - 5	-		
using Adobe InDesign	and the				
Canva tool.					
Content inventory b					
of searching the					
'	on the				
official Facebook pag		Wee	k 2		
DILG Albay Provinci					
and edit it at th	ne word	8:00am - 1	12:00pm		
document.		1:00pm - 5:00pm			
	epairing/				
troubleshooting					
 Creating 	tarpaulin				
(Welcoming Tarpaul	in) using				
Canva Pro and	Adobe				
photoshop.					
We continue to design the					
layout and organ		Week 3			
content about th					
Provincial Office's quarterly activities for a publication paper using Adobe InDesign		8:00am - 12:00pm 1:00pm - 5:00pm			
and the Canva tool.					
 Installation of Microsoft 					
Office using KMS tool		Week 4			
 Editing some graphic design using Canva and Photoshop. 		8:00am - 12:00pm			
_	,	1:00pm - 5:00pm			
 Repairing and maintenance to some 	giving				
in the office.	printers				
in the office.	14/- 1.4	1 14/- 1 2	14/- 1-2	144. 1.4	T-2.1
Man-days lost thru Absences	Week 1 0	Week 2 0	Week 3	Week 4	Total 0
Man-days lost thru Tardiness	0	0	0	0	0
		Signature		Date	
		Ü			
Observation/Remarks: Superviso		r's Signature:		Date	

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COLLEGE of COMPUTER STUDIES

Name: Joshua T. Nilo Company: DILG Albay Provincial Office

Division / Section: Provincial Office Supervisor (Site): ___

ACCOMPLISHMENT REPORT For the Month of May

PARTICULARS/						
JOB DESCRIPTION		TIME		REMARKS		
Encoding and printing documents.	g of	Week 1				
Lay-outing/editing of	Student-					
trainee IDs.	Student	8:00am - 12:00pm 1:00pm - 5:00pm				
Discussing about th	e system					
that need to be de	-					
the office (Kind of M						
system where the	-					
documents will be						
the system easily).	stored iii					
Assisting our	Head					
programmer if the						
some graphic pictur	-					
to include in the syst						
Assisting our	Head					
programmer if the		Week 2				
some graphic pictur						
system.	es iii tile	8:00am - 12:00pm				
		1:00pm - 5:00	pm			
 Support and Helping 		Week 2				
and scan a documents requested by the staff in the		Week 3				
Office.	i iii tile					
Assisting our	Head					
programmer if the						
some graphic pictur						
to include in the syst						
Editing Tarpaulin (We	_					
Tarpaulin) using Adol						
Photoshop and Canva	a Pro.	Week 4				
 Assisting our 	Head	8:00am - 12:00pm				
programmer if the	ey need					
some graphic pictur		1:00pm - 5:00	pm			
to include in the system.						
	Week 1	Week 2	Week 3	Week 4	Total	
Man-days lost thru Absences	0	0	0	0	0	
Man-days lost thru Tardiness	0	0	0	0	0	
Observation/Remarks: Trainee's		Signature		Date		
Observation/Remarks:	: Supervisor's Signature			Date	Date	
,		5			2000	

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